

GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 29

TITLE: Time Coding for Dispatch Personnel

EFFECTIVE DATE: October, 2018

UPDATED: October 2018

INTENT: To clarify time sheet coding for base pay and overtime with the utilization of P – codes, Support codes and mutual aide.

PROCEDURE: Procedures tend to be agency specific.

1. The following applies to Forest Service and SD State Wildland Fire dispatchers
 - 1.1. All FS and SDS employees will charge their base pay and overtime to the P – code whenever working on an incident. This would include initial attack or extended attack dispatching as well as any administrative tasks such as those involving ROSS, WildCAD, Admin database, Big Black Book, or any other form of relevant documentation. These charges may reoccur for an extended period of time (sometimes over the course of several months) until all work on the incident has been completed. .
 - 1.2. On multiple fire days, employees should strive to charge time to fires as worked. This can be a rather subjective process when employees are dividing their time between multiple incidents simultaneously. If an employee cannot readily discern, then it would be appropriate to charge time to the posted support code and/or supporting FAD code as listed in the Big Black Book.
 - 1.3. OF-288's are unnecessary (unless a dispatcher is on assignment out of the GPC zone), but FS employees should record their fire time on a crew time report (CTR).
 - 1.4. If an employee is working on a Resource Order and it is not a P – code, severity code or fuels (e.g., WFHF) code, they should charge their base hours to their default agency code. South Dakota State employees should charge base hours for daily operations to Rural Fire Management (9005). FS employees will typically charge base hours to a pre-suppression code (WFPR).
2. The following applies for Bureau of Indian Affairs employees, working at Great Plains

2.1. The BIA employee will charge all base time to established BIA base code. All overtime will be charged to the appropriate P – code or Severity Code. BIA employees have a BIA code to charge prescribed fire incidents to. If a BIA employee is working multiple incidents, and it is not possible to discern which incident to charge to, they should charge to the posted Support code as listed in the Big Black Book.

3. The following applies to all dispatch employees at Great Plains

3.1. When an employee is the ROSS person for the day and working on multiple incidents, it is appropriate to charge to the posted Support Code. Each employee's agency rules would apply for base pay, however overtime would be charged if requested to stay and work on the order. If working on an Incident outside of zone, charge all hours to the P– code.